

Authorization Package Checklist

Agency: _____

Project Title: _____

Fed Aid/State Project #: _____

By Phase (check all that apply)

Funding Request

New Phase Authorization

Increase/Decrease

Other: _____

PL

PE

RW

CN

Included? Region Check HQ Check

Project Prospectus

Are all three pages included?

Does information (title, termini, description, RW needs, cost, etc.) agree with STIP/LAA/NEPA-CE?

Is the project description written such that the project scope is clear to all?

Are pages 1 and 3 signed?

Is page 1 signed by a CA Agency? If not, indicate which Agency will serve as CA.

CA Agency: _____

Are the Latitude and Longitudes included and correct?

Are Congressional and Legislative Districts filled out and correct?

Project Zip Code includes the +4?

Are estimated costs included for all phases of the project?

Are the Functional Classification and Urban/Rural designation correct?

Are the Right of Way, Utilities, and Railroad sections filled out?

Typical Sections & Vicinity Map

Are the Vicinity Map(s) and Roadway Section(s) included?

Can someone unfamiliar with the project's location easily tell where it's located using the vicinity map?

Are the project limits clearly marked on the map?

Does the section include all elements, with dimensions, of the roadway prism?

Are section changes, if applicable, throughout the project limits noted/displayed?

STIP/Funding Documentation

Is the currently approved STIP page included?

Does STIP information (termini, description, etc.) match the LAA and Prospectus?

Are phases being authorized included in the STIP?

Is funding from all requested programs shown in the STIP?

Are the requested funds supported by the STIP?

If funded through a HQ managed program (ex. Bridge, Demo), is the award letter included?

Local Agency Agreement

Is at least one LAA or LAA supplement with an original signature included?

Current form used? (check revision date at bottom left)

All pages of Agreement included?

Are the Agency information, Project #, LAA #, Supplement #, and date of original agreement execution correct?

Does project information (title, termini, length, description, etc.) agree with STIP/Prospectus/NEPA-CE?

Is the reason for supplement accurate and up to date?

Is the Project Agreement End Date (month, day, and year) included? Does it follow LAG guidance?

When not authorizing a new phase, is the end date the same as shown on the previous agreement?

If not, is adequate justification (see LAG 22.3) included to support changing the end date?

Is the Advertisement Date (month, day, and year) included? Is it within 6 weeks of estimated CN authorization?

If the indirect cost rate box is checked 'Yes', is the rate provided in the funding package?

If being claimed, note the Indirect Cost Rate in SPORT in the FAPA statement

If corrections made, are they initialed? If made by WSDOT is permission from Agency provided?

Are funding amounts calculated correctly?

Are the federal aid participation ratios correct, and are the requested federal amounts being maximized?

Documented Cost Estimate

Is a Documented Cost Estimate included for each phase requesting/changing funds?

Are total dollars on the LAA supported by the phase estimates?

Does the estimate sufficiently demonstrate how the costs were determined?

If historical percentages are used for PE/CE estimates, are the percentages reasonable and supported?

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Diagram illustrating the structure of the four input vectors: PL, PE, RW, and CN. Each vector is represented by a vertical rectangle divided into three horizontal sections, indicating a 3x4 matrix structure.

	Region	HQ
Included?	Check	Check

Right of Way

If authorizing RW, is a PFE or true cost estimate included?

Does the PFE/true cost estimate follow the formats as shown in LAG appendices 25.172 or 25.173?

Does the PFE/true cost estimate support RW amounts shown on the LAA?

If authorizing RW and Relocation is required, is the signature page of the approved Relocation Plan included?

If authorizing CN, is the HQ approved RW Certification included?

Environmental Documents - NEPA

Is an approved NEPA package (at least signature page) included?

Does the description of work match the Prospectus/LAA/STIP?

Is the footprint of the project within the limits of the NEPA approval?

Do the NEPA-CE Part 3 RW responses agree with the STIP and Prospectus?

Is the approval date within the last 3 years?

If approval is older than 3 years, has the approval been re-evaluated by the Environmental group?

DBE Goals

If the submittal is for CN, is the DBE goal letter/e-mail included, or are the goals in SPORT?

If construction by Local Forces, is the approved PIF included or noted in SPORT?

PROJECT NOTES (Provide additional information or explanation as necessary)

[illegible]